

- Click **SAVE**.

Important Note: Please use caution with recurring events. Recurring events should only be used for events where you truly need to schedule someone for a defined period on a regular schedule. For example - a lunch room monitor. And it's a good idea to keep the timeframe to one semester and enter a similar event at the start of the next semester. If the time period is too long the screens for that event will run really slowly.

If you are creating a "catch-all event" to record hours for things like administrative work, use a one time event and simply edit the date and time to reflect the hours worked. This keeps things moving quickly and you'll find it much easier to manage.

Note: The default sort order for events is by date with the furthest away date first. You can change the order of the events in your list by clicking on the column headings. Click again to sort in the reverse order.

Assigning Volunteers to Events

After you set-up your events it's time to recruit volunteers and assign them to specific events.

One-time Events

- Click **VOLUNTEER BUILDER**.
- Click **EVENTS**.
- All the events you have created will be listed on this page. Click on the **ASSIGN** link beside the event you want to assign volunteers to.
- There are 2 ways to assign volunteers:
 1. Recruiting
 - Click the **RECRUIT VOLUNTEERS** button
 - Enter your search criteria and click the **SEARCH** button. There are a few different ways you can search for volunteers. If you know the specific person you want to assign it's probably easiest to search by name. Alternatively, you can search by availability, interests, and other criteria that will help you identify potential volunteers for your event.
A listing of the volunteers that fit your criteria (or a list of all volunteers if you left all the criteria fields blank) will be shown below.
Note: The "Last Email Contact" field shows the last time you contacted a volunteer about this event. You can use this information as a reminder not to send a volunteer too many recruitment messages about the same event.
 - Once you identify the volunteers you want to assign, **put a checkmark in the box under the 'Select' column** for each name